***OXNARD COLLEGE DISTANCE ED COMMITTEE***
***MINUTES FROM MEETING OF THURSDAY, October 28, 2010***

Members Present:  Teresa Bonham, Bret Black, Diane Eberhardy, Elissa Caruth, Ishita Edwards, Bola King-Rushing, Kitty Merrill, Chris Mainzer and Dean Marji Price

I  The meeting was called to order at 2:33pm

II  Additions to the Agenda:  NONE

III  New Business
- The main task at this meeting was to tech review the 22 Distance Learning Appendices that had been submitted during the month of October.  The reason for the high number of Course Outline Appendices was because of the Curriculum due date for those revised and/or new course outlines that had to make the deadline of October 20th in order to be included in the next college catalog, 2011-2012.
- Under the expert guidance of our devoted chairperson, Teresa Bonham, the DL Appendices were reviewed by committee members present with the following common notations:
  - Under "**1. Objectives"**, a common error was the omission of indicating "the use of the district-based cms (course management system)
  - Under "**2. a. Methods of Instruction**", it was suggested that the word "may" should be used instead of "will" in regards to describing course management software such as CCC Confer. Some appendices were not specific enough about describing additional contact methods and possible employment of mediated-instruction technology
  - Several appendices required significant revision of sections "**5. Availability of resources**", and "**6. Student learning outcomes**"
  - Under "**7. Assessment**", some course outlines did not clarify what methods of assessment would be utilized, such as the evaluation/assessment survey issued by the District's Distance Learning System.
  - After reviewing the 22 course outline appendices, the following were approved without revisions:  GEOG R103, with minor revisions: MATH R14A, MATH R14B, CIS R127, CIS R110, CAOT R124, and CAOT R129.  These reflected course outlines whose authors were present at the meeting.  The following appendices require significant revision before committee approval:  CIS R130, CAOT R130, ENGT R144, DMS R120A, DMS R121A, DMS R130, DMS R131A, DMS R133, DMS R121A, CAOT R122, CAOT R123, BUS R042A, BUS R042L, LA R041. [Please note:  Some of these course outlines represent co-listed numbers such as CIS R130 and CAOT R130.]
  - Members present agreed that if the author of the DL Appendix is present at the meeting, the course outline appendix would be approved even if corrections are required.

  Ishita asked if there are examples of "Regular Effective Contact" available to incorporate into the DL Appendix.  Teresa mentioned that probably at the next meeting it would be a good idea to discuss the criteria for the "regular effective contact" section of the appendix.

  Diana asked what is happening with putting together the "best practices" for DL?  Bola invites suggestions or ideas on it.

IV. Meeting was adjourned at 4:05pm
  The next meeting is scheduled for November 4th at 2:30pm, location to be announced.

Minutes from meeting submitted by Chris Mainzer